

BUILDING AND GROUNDS MANAGER

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult skilled work overseeing, coordinating and supervising custodial and groundskeeping activities; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating, supervising and participating in the custodial maintenance of buildings; training custodial and groundskeeping staff; ensuring the proper staff and supplies are available.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; supervises inmate trustees and outside contractors; schedules staff leave; participates in employee selection process; recommends candidates for hire; generates work orders for maintenance and up keep purposes.
- Prioritizes, schedules, and executes work orders; generates work orders for maintenance and upkeep purposes.
- Inspects buildings for cleanliness and maintenance.
- Coordinates and executes office moves; oversees pest control for buildings and grounds.
- Maintains inventory of tools, equipment, and supplies; obtains bids and purchases equipment and vehicles; requisitions and/or orders supplies within budgetary limits.
- Schedules and attends meetings to inform contractors of pre-bid information; reviews bids and awards contracts to contractors.
- Assists with supervision of the general services program.
- Attends staff meetings; plans safety meetings with staff.
- Mows grass and performs lawn maintenance; trims trees and shrubbery.
- Maintains records of maintenance activities.
- Oversees security of building.
- Oversees snow removal and ice control.
- May be required to work outside normal work hours in on-call or emergency situations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and use of a variety of cleaning materials, supplies and equipment; thorough knowledge about building fixtures and equipment; ability to express ideas clearly, both orally and in writing; ability to plan, train, and supervise the work of subordinates in a manner conducive to full performance; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and extensive experience in custodial and building maintenance experience including some supervisory experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.